

U.S. House of Representatives  
Committee on Ethics

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

LEGISLATIVE RESOURCE CENTER

2017 APR 27 PM 3:42

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25 clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Jaclyn M. Caham
2. a. Name of accompanying relative: \_\_\_\_\_ or None ☒  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates of departure and return: Departure: 04/18/2017 Return: 04/20/2017  
b. Dates at personal expense (if any): \_\_\_\_\_ or None ☒
4. Departure city: Washington, DC Destination: Palo Alto, CA Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Stanford University's Hoover Institution
6. Describe meetings and events attended: Meetings and events related to economic and other policy areas being considered in Congress.
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
  - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
  - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
  - c. ☒ page 2 of the completed Traveler Form submitted by the employee; and
  - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box): ☒  
b. If not, explain: \_\_\_\_\_

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: Jaclyn M. Caham DATE: 4/27/2017

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Stephen G. Lynch DATE: 4/27/2017

SIGNATURE OF SUPERVISING MEMBER: Stephen G. Lynch

☒ Original ☐ Amendment

U.S. House of Representatives  
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Sponsor(s) (who paid for the trip): Stanford University's Hoover Institution
2. Travel Destination(s): Stanford University, Palo Alto, CA
3. Date of Departure: 04/18/2017 Date of Return: 04/20/17
4. Name(s) of Traveler(s): Maria Bowie, Christopher Bright, Kendra Brown, Jaclyn Cahan, Jessica Donlon, Adam Elias  
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$484.85 airfare	\$300	\$149	\$59.47 ground transportation
Accompanying Relative	N/A	N/A	N/A	N/A

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Michael G. Franc  
Name: Michael G. Franc Title: Director of Washington, D.C. Programs  
Organization: Hoover Institution

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 1399 New York Ave NW, Suite 500  
Washington, DC 20005  
Telephone number: (202) 760-3200  
Email Address: mfranc@stanford.edu

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Jaclyn Canam
2. Sponsor(s) (who will be paying for the trip): Stanford University's Hoover Institution
3. Travel destination(s): Stanford University, Palo Alto, CA
4. a. Date of departure 4/18/2017 Date of return: 4/20/2017  
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No  
If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No  
b. If yes:  
(1) Name of accompanying relative: \_\_\_\_\_  
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_  
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No  
b. If yes, explain why the second night of lodging is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No  
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.  
As Counsel for Congressman Lynch, I was invited because of my policy work on economics, which Ed LaBeare and Michael Boskin will discuss.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. FOR STAFF TRAVELERS:

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 3/10/2017

  
\_\_\_\_\_  
Signature of Employing Member

U.S. House of Representatives  
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor (who will be paying for the trip): Stanford University's Hoover Institution
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
  - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
  - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or.
  - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐  
If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):  
The congressional employees included on the attached list are being invited due to their background or interest in the policy areas to be discussed during the seminars throughout this trip.
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: 04/18/2017 Date of return: 04/20/2017
7.
  - a. City of departure: Washington, DC
  - b. Destination(s): Stanford University, Palo Alto, CA
  - c. City of return: Washington, DC
8. I represent that (check one of the following):
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☒ or
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☐ or
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
  - a. I checked 8(a) or (b) above: ☒
  - b. I checked 8(c) above but am not offering any lodging: ☐
  - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
  - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐  
If "d" is checked, explain why the second night of lodging is warranted: \_\_\_\_\_

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒
11. Check one:
- I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☐ *or*
  - N/A – trip sponsor is a U.S. institution of higher education. ☒
12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
- Stanford University's Hoover Institution is the sole sponsor of the trip, and is a research institution that, through its scholars, library, and archives, promotes economic opportunity and prosperity. Its scholars engage with the policy community and by convening a series of meetings at the Stanford University campus, we will be able to include the participation of many distinguished senior fellows in substantive public policy discussions with employees of House Members.
- 
13. Answer parts a and b. Answer part c if necessary.
- Mode of travel: Air ☒ Rail ☐ Bus ☒ Car ☐ Other ☐ (Specify: \_\_\_\_\_)
  - Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: \_\_\_\_\_)
  - If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:
- 
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒
15. I represent that either (check one of the following):
- The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ *or*
  - The trip involves events that are arranged specifically *with regard* to congressional participation: ☒
- If "b" is checked:
- Detail the cost per day of meals (approximate cost may be provided): \_\_\_\_\_  
Meals will be planned to comply with the \$64 per diem.
  - Provide reason for selecting the location of the event or trip: \_\_\_\_\_  
The location of the Hoover Institution's headquarters on the Stanford University campus will allow for greater participation by California-based Hoover senior fellows.
- 
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel name: Schwab Residential Center City: Stanford Cost per night: \$150  
Reason(s) for selecting: Owned and operated by Stanford. Proximity to the events that comprise the program.
- Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_  
Reason(s) for selecting: \_\_\_\_\_
- Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_  
Reason(s) for selecting: \_\_\_\_\_

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. **TOTAL EXPENSES FOR EACH PARTICIPANT:**

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$500 roundtrip airfare	\$300	\$160
For each accompanying relative	N/A	N/A	N/A

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$200	Ground transportation
For each accompanying relative	N/A	N/A

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☐ *or*  
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☒

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Michael G. Franc

Name: Michael G. Franc

Title: Director, Washington, DC Programs

Organization: Hoover Institution

Address: 1399 New York Ave NW, Suite 500, Washington, DC 20005

Telephone number: (202) 760-3200

Email address: mfranc@stanford.edu

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)

Version date 4/2013 by Committee on Ethics



Susan W. Brooks, Indiana  
*Chairwoman*  
Theodore E. Deutch, Florida  
*Ranking Member*

Patrick Meehan, Pennsylvania  
Trey Gowdy, South Carolina  
Kenny Marchant, Texas  
Leonard Lance, New Jersey

Yvette D. Clarke, New York  
Jared Polis, Colorado  
Anthony Brown, Maryland  
Steve Cohen, Tennessee



ONE HUNDRED FIFTEENTH CONGRESS

## U.S. House of Representatives

### COMMITTEE ON ETHICS

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*Director of Administration*

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*Counsel to the Chairwoman*

Daniel J. Taylor  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

April 18, 2017

Ms. Jaclyn Cahan  
Office of the Honorable Stephen F. Lynch  
2268 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Cahan:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Palo Alto, California, scheduled for April 18 to 20, 2017, sponsored by Stanford University.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Susan W. Brooks  
Chairwoman

Sincerely,

Theodore E. Deutch  
Ranking Member

SWB/TED:mmm

3/8/2017

On behalf of the Hoover Institution Stuart Family Congressi... - Laura Huggard

## On behalf of the Hoover Institution Stuart Family Congressional Fellowship Program

Laura Huggard

Fri 2/24/2017 9:26 AM

To: j...

Dear Ms. Cahan,

We are pleased to inform you that you have been selected to attend the Hoover Institution's Stuart Family Congressional Fellowship Program, which will take place on the Stanford University campus in Palo Alto from April 18-20, 2017.

Your submission was exceptional among the many that we received, and we hope you are still able to join us for the trip. Please let me know by if you'd like to accept our offer of admission by Wednesday, March 1st, at which point I'll follow up with the appropriate ethics forms and deadlines, along with travel and lodging information.

Again, thank you for your interest in the program and we hope you'll be able to join us.

Best regards,

Laura Huggard

Administrative Associate

Hoover Institution | Stanford University

(202) 760-3189





**HOOVER  
INSTITUTION**

**Stanford  
University**

**Hoover Institution  
Stuart Family Congressional Fellowship Program**

*April 18-20, 2017  
Hoover Institution at Stanford University  
Palo Alto, California*

**Tuesday, April 18, 2017**

**8:30 AM:** Depart DCA on United Airlines Flight :

**11:35 AM:** Arrive SFO, shuttle to Stanford campus

**1:00 – 1:30 PM:** Welcome by Hoover Director Tom Gilligan and lunch

**1:30 – 2:30 PM:** Former Ambassador Michael McFaul on Russia's New Confrontation with the West

**2:45 – 4:15 PM:** Presentation of Hoover Archives and tour of Hoover Tower  
Note: This tour will show attendees the vast collection of archival materials that the Hoover Institution possesses, which they can access for policy research purposes.

**4:15 – 5:15 PM:** Former Secretary of State George Shultz on Climate Change

**5:15 – 6:00 PM:** Break

**6:00 – 9:00 PM:** Dinner and keynote remarks by former Secretary of State Condoleezza Rice on Foreign Policy

**Wednesday, April 19, 2017**

**8:30 – 9:00 AM:** Continental Breakfast

**9:00 – 10:20 AM:** Ed Lazear on the Economy

**10:20 – 11:15 AM:** Michael Boskin on an Agenda for Pro-Growth Tax and Regulatory Reform

**11:15 AM – 12:00 PM:** Tour of campus

**12:00 – 1:00 PM:** Lunch

**1:00 – 2:20 PM:** Ayaan Hirsi Ali on the Challenge of Dawa and Assimilation

**2:20 – 2:30 PM:** Break

**2:30 – 3:50 PM:** Caroline Hoxby on Education Policy

**3:50 – 4:00 PM:** Break

**4:00 – 5:00 PM:** Former Secretary of Defense Bill Perry on North Korea

**5:00 – 5:30 PM:** Break

**5:30 – 6:00 PM:** Shuttle to restaurant

**6:00 – 9:00 PM:** Dinner and keynote remarks by Niall Ferguson on the Economic Decline of Rich Countries

**8:30 – 9:30 PM:** Shuttle to Schwab Residential Center

**Thursday, April 20, 2017**

**8:30 – 9:00 AM:** Continental breakfast

**9:00 – 10:20 AM:** John Cogan on Entitlements

**10:20 – 10:30 AM:** Break

**10:30 – 11:50 AM:** Abbas Milani on Domestic Politics and Nuclear Negotiations in Iran

**11:50 AM – 12:30 PM:** Lunch

**12:30 PM:** Depart campus for SFO

**3:50 PM:** Depart SFO on United Airlines Flight

**11:55 PM:** Arrive IAD

**Hoover Institution Stuart Family Congressional Fellowship Program**  
**House of Representatives Attendee List**

*The Hoover Institution invited the following Congressional staff to participate in the Congressional Fellowship Program because of their interest and work in national security, foreign policy, economics, education, and the environment, topics that will be covered by Hoover scholars during the program:*

**Maria Bowie**, Deputy Chief of Staff, Representative Tom Cole:  
Invited because of her policy work in national security, which Michael McFaul, Condoleezza Rice, Ayaan Hirsi Ali, and Bill Perry will discuss.

**Christopher Bright**, Staff Lead, Oversight and Investigations, House Armed Services Committee:  
Invited because of his policy work in national security, which Michael McFaul, Condoleezza Rice, Ayaan Hirsi Ali, and Bill Perry will discuss.

**Kendra Brown**, Deputy Chief of Staff and Legislative Director, Representative Dwight Evans:  
Invited because of her policy work on economics and education, which Ed Lazear, Michael Boskin, and Caroline Hoxby will discuss.

**Jaclyn Cahan**, Counsel, Representative Stephen F. Lynch:  
Invited because of her policy work on economics, which Ed Lazear and Michael Boskin will discuss.

**Jessica Donlon**, Senior Oversight Counsel, House Committee on Small Business:  
Invited because of her policy work on economics, which Ed Lazear and Michael Boskin will discuss.

**Adam Elias**, Chief of Staff, Representative Bill Foster:  
Invited because of his policy work on economics, which Ed Lazear and Michael Boskin will discuss.

**Molly Fishman**, Senior Legislative Assistant, Representative Jackie Speier:  
Invited because of her policy work on education, which Caroline Hoxby will discuss.

**Scott Glabe**, Policy Director and Deputy General Counsel, House Permanent Select Committee on Intelligence:  
Invited because of his policy work in national security, which Michael McFaul, Condoleezza Rice, Ayaan Hirsi Ali, and Bill Perry will discuss.

**Paul Guaglianone**, Coalitions Coordinator, House Committee on Ways and Means:  
Invited because of his work on economics, which Ed Lazear and Michael Boskin will discuss.

**Tessica Glancey**, Press Secretary, House Homeland Security Committee:

Invited because of her policy work in national security, which Michael McFaul, Condoleezza Rice, Ayaan Hirsi Ali, and Bill Perry will discuss.

**Thomas Hill**, Senior Professional Staff Member, House Committee on Foreign Affairs:

Invited because of his policy work in national security, which Michael McFaul, Condoleezza Rice, Ayaan Hirsi Ali, and Bill Perry will discuss.

**Adam Howard**, Chief of Staff, Representative Mike Turner:

Invited because of his policy work in national security, which Michael McFaul, Condoleezza Rice, Ayaan Hirsi Ali, and Bill Perry will discuss.

**AT Johnston**, Senior Policy Advisor, House Energy and Commerce Committee:

Invited because of her policy work on energy and the environment, which George Shultz and Bill Perry will discuss.

**Octavian Jordan**, Legislative Assistant, Representative David McKinley:

Invited because of his policy work on economics, which Ed Lazear and Michael Boskin will discuss.

**Charlie Keller**, Chief of Staff, Representative Bob Goodlatte:

Invited because of his policy work in national security, which Michael McFaul, Condoleezza Rice, Ayaan Hirsi Ali, and Bill Perry will discuss.

**Jeremy Marcus**, Deputy Chief of Staff and Legislative Director, Representative Matt Cartwright:

Invited because of his policy work on economics, which Ed Lazear and Michael Boskin will discuss.

**Hunter Ridgway**, Chief of Staff, Representative Matt Cartwright:

Invited because of his policy work on energy and the environment, which George Shultz and Bill Perry will discuss.

**Alec Torres**, Speechwriter and Deputy Press Secretary, Leader Kevin McCarthy:

Invited because of his work on a variety of topics to be discussed by Hoover scholars, including national security, economics, and education.

**Tim Walsh**, Chief Staff, Representative Juan Vargas:

Invited because of his policy work on economics, which Ed Lazear and Michael Boskin will discuss.